

Monroe County Early Intervention Program

OSC Admin. Meeting Minutes

March 8th 2011

Present: Ann Marie, Barbara, Renee, Chasa, Cindy, Chrissy, Jeanne, Deb, Kathy, and Nancy.

Announcements: Susan Wolfer retired; CAFL has new developmental groups on the west side, including a sensory group for E.I., Carina is out on medical leave for one month, reminder about the LEICC meeting at UNIFEAT on 3/9 to discuss impact of NYS budget proposal.

Agenda:

- **Consent form to continue ISC:** A permission form is being developed to allow the ISC to continue up to 25 days after the initial IFSP or until services are secured. ISC would have it signed and place in file for transfer. If services are not secured by that time, the OSC will be responsible.
- **NYEIS update/discussion:** The County has gotten referrals and put into the NYEIS system. ISC's have been able to view and manage. S.A.'s working but many questions remain. Staff is still calling first to check availability. The help desk seems to have difficulty answering questions related to E.I. program but is more familiar with questions related to data. Still working out the 'bugs'.

Need to have a user ID and password to access LMS net in order to view tutorials. User manual is overwhelming but table of contents and independent chapters are very specific. Can access the manual through LMS Net or HCS. Table of contents of the manual has a spot to let you know the date of the latest revision. **ACTION:** Barbara will email directions on how to get to the manual through HCS.

Providers need to look at work queues and make sure you've been assigned to the correct user role. User role defines whether or not you have a work queue. County is looking into the process of how to change your user role.

NYEIS still developing tutorials. 10 out of 50 are done. The site does make a recommendation for which is most beneficial for your user role.

Municipality hasn't gotten as far as transferring a case through NYEIS yet- probably by next month.

General discussion took place regarding NYEIS system and process: OSC's will have tasks to view and manage (not work queues). **Question:** If an OSC creates an S.A.; does it go straight to the EIOD or back to the supervisor first?

Discussion on what will be in the transfer file with "NYEIS" referrals: Evaluation pieces (until attachment feature is complete) including the medical, report, and child's developmental status. Also included are the copies of the outcome page, general release and the S.A/parent consent page. There is a question about the timeline of supplemental evals through NYEIS. Another question arose about if a providers name is needed or just the agency- Cindy states she believes an S.A. can be created without the provider identified. A service coordinator should have a provider in mind before sending the S.A. to the EIOD. The clock starts when service is authorized.

IFSP extensions in NYEIS: Can be up to 30 days the 1st time and 30 days at a time thereafter. The next IFSP will be diminished by the number of days of the extension.

There was discussion as to whether or not it's OK to extend the IFSP for 2 months for a child who is transitioning. County will ask state for clarification.

County will also ask state for clarification on use of the word 'provider'. It is not known if it is meant to be a specific therapist or agency.

There was a discussion about the start date for services: other counties use 2 weeks out from the date of the initial IFSP. Scripts: as long as the OSC gets verbal confirmation from provider, it's OK to check the box on NYEIS. Both of the above items will be discussed at PIP.

(END OF NYEIS discussion)

- **Change policy and start date for services:** Discussion around the concern that often EIOD signs the paperwork after the services start date. Happens mostly with paper reviews. Once NYEIS is in place, it won't be possible to back date. Suggestion to have OSC's be part of the process to resolve at OSC quarterly; also supervisors should monitor the scheduling of IFSP's, check for repeat "offenders", etc.

Next meeting: Tuesday April 5, at F.R.C.

Submitted by Kathy Holly